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| **Group Name:  S.A.D Group                                 Group Leader:**    **Log File for Week No: 2           Date:                   Time:                  Location: University Campus** | | | | | |
| **Student ID** | **Attended** | **Task Name** | **Task Allocation Date** | **Work done since last meeting/week** | **Issues** |
|  | ☑ | Develop MS Project Plan |  | Set up MS Project file, input key deadlines, and created task structure. | None |
|  | ☑ | Draft "Request for Systems Services" |  | Completed first draft of the "Request for Systems Services" document. | None |
|  | ☑ | Create Ishikawa Diagram |  | Drafted an Ishikawa Diagram focused on the "data management" problem. | None |
|  | ☑ | Draft Functional and Non-functional Requirements List |  | Compiled list of functional and non-functional requirements. | None |
|  | ☑ | Create Actor Glossary and Use Case Glossary |  | Created a glossary draft identifying actors and relevant use cases. | None |
| **Group Leader Signature:** | | | | | |